

## Federal Property Management Regulations

## § 101-17.304-2

of Government-owned space to which it has been assigned by GSA, and the agency determines that such space, or a portion thereof, is no longer needed, the agency shall so notify GSA at least 6 months prior to relinquishing the space in the same manner as indicated in paragraph (a) of this section. The operation, protection, and maintenance of the real property or portion thereof to be released shall continue to be the responsibility of the agency until the first day of the fiscal quarter after the 6-month period ends.

(Sec. 205(c), 63 Stat. 390; (40 U.S.C. 486(c)))

[39 FR 23196, June 27, 1974, as amended at 42 FR 16778, Mar. 30, 1977]

### Subpart 101-17.3—Space Standards, Criteria, and Guidelines

#### § 101-17.300 Scope of subpart.

This subpart identifies those factors affecting office layout which must be considered in connection with achieving more efficient layouts and better space utilization.

#### § 101-17.301 Space allowances.

Space allowances are derived from specific studies of the operations of the agencies, and are directed toward providing each employee with enough space to work efficiently.

#### § 101-17.302 Use of occupancy guides.

The objectives of the occupancy guide program are to improve agency operations and promote economic and prudent utilization of Government-controlled space through the development and application of occupancy standards and criteria for specific agencies and activities. Each occupancy guide represents an agreement between GSA and the agency as to the latter's space requirements and is written in terms which permit nationwide application. The criteria contained in occupancy guides will be used as a basis for estimating agency space requirements for those agencies for which guides have been published and allowances are considered to be maximum. Occupancy guides will be reviewed jointly by GSA and the agencies and revised to conform with the allowances contained in this subpart 101-17.3.

#### § 101-17.303 Use of space allocation allowances.

(a) The space allowances listed in §§ 101-17.304-1 and 101-17.304-2 are to be used in space planning for agencies or components thereof for which occupancy guides have not been published. In addition, these allowances are applicable for all agency headquarters activities.

(b) Work station space allowances listed in § 101-17.304-1 shall not necessarily be used as criteria for assigning space to individuals. Rather, they should be used to estimate that portion of the total office space that is required for work stations.

#### § 101-17.304 Office space allowances.

The amount of office space developed by application of these allowances should normally be sufficient to house office elements of executive agencies. It is recognized, however, that agency functions and needs and physical variations in buildings will cause deviations in the determination of the amount of space assigned, and its division into private, semiprivate, open areas, or other uses will be based upon a templated layout which reflects the optimum use of the space and the workflow requirements of the using agency.

#### § 101-17.304-1 Work station space allowances for general schedule personnel.

Grade	Type of assignment <sup>1</sup>	Office space <sup>2</sup>
GS 1 to 6 .....	.....	60
GS 7 to 11 .....	Nonsupervisory .....	75
GS 7 to 11 .....	Supervisory .....	100
GS 12 to 13 .....	Nonsupervisory .....	100
GS 12 to 13 .....	Supervisory .....	150
GS 14 to 15 .....	Nonsupervisory .....	150
GS 14 to 15 .....	Supervisory .....	225
GS 16, 17, and 18 .....	Nonsupervisory .....	225
GS 16 .....	Supervisory .....	300
GS 17 .....	Supervisory .....	350
GS 18 .....	Supervisory .....	400

<sup>1</sup>Supervisory means supervision of or frequent meetings with 3 or more employees within the office's confines.

<sup>2</sup>Allowance in square feet per person.

[43 FR 34139, Aug. 3, 1978]

#### § 101-17.304-2 Administrative support space allowances.

The following space allowance table is to be used in determining the